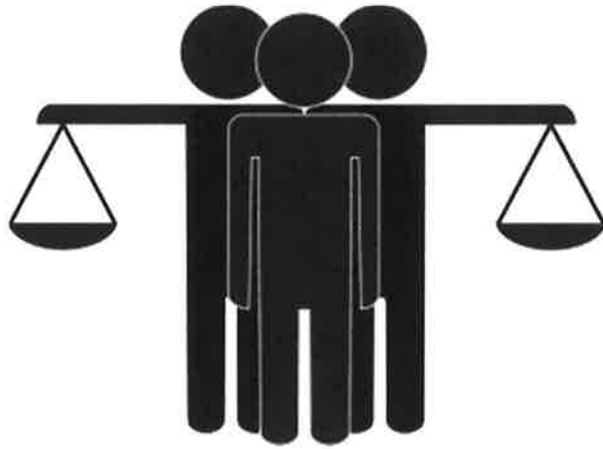


TOWN CLERK/FRONT OFFICE REPORT
FEBRUARY 2017
(January 2017 Update)



TOWN CLERK/FRONT OFFICE REPORT

Meetings

Ms. McAuley attended a meeting with the Traffic Group, along with Mayor and Council and other Management Team members. The purpose was to review the proposal for a parking study for the Town and discuss cost savings and areas where problems may be.

Ms. McAuley attended a meeting with Professor Linebaugh, Aman Trust members and Aaron Marcavitch to discuss applying for a Heritage Area grant for Bostwick.

Ms. Griffin attended a Port Towns' MML Booth meeting.

Ms. Griffin and Ms. McAuley attended Bladensburg's Black History Month event weekly meetings.

Ms. McAuley attended weekly Management Team meetings.

Events

Ms. Griffin and Ms. McAuley took care of logistics for the Port Towns' Quarterly meeting that was hosted by Bladensburg on January 25th.

Community Development Block Grants

We have received the draft agreement for 53rd Street. This work will be done during the spring construction season.

We are still awaiting word on the grant for sidewalks.

Black History Month Program

The committee has planned an art event "Paint your Story" revolving around the Harlem Renaissance time period. Music and Decorations will transform the artists as Ms. Dureke guides them through producing their own paintings based on a work from that era.

Front Office (and other admin offices) On the Move

January saw a change in office configuration to ensure further personal safety for staff while retaining strong customer service with our citizens. Ms. Griffin is now in the former office of Ms. McAuley while Ms. McAuley has moved into Ms. Dodson's former office. The reception area will be made more inviting for our guests with appropriate furnishings while they come in for meetings, services or just to say "hello".

Supervisors of Elections

Thus far we have two applications for at least three positions. This is an important job but really only requires on long day (Election Day) of work and there is compensation and meals provided.

Bostwick

We expect to hear about the Prince George's Historic Preservation Commission grant awards in March & April. The Aman Trust, University of Maryland Historic Preservation Program and Town Staff will be putting together a grant application through the Heritage Areas grant program, to complete the "envelope" of the main house. This will include the front porch that was badly damaged during a weather event.